

MINE LOG ON INSTRUCTIONS

Annual Change On-line Election

Depending on the agency you work for or your location when logging in to the MINE, there are different methods of logging on to MINE Self Service:

1. **Directly through the MINE homepage** through (page 1-2):
 1. <http://mine.mt.gov/home/default.aspx> OR
 2. Typing “MINE” into address bar OR
 3. Shortcut saved to desktop
2. **Through Citrix** (pages 2-5)
 1. <http://mt.gov/citrix>
3. **Through the Employee Self-Service Portal** from home or another non-work computer (pages 5-6)
 1. <http://mt.gov/employee>

Should you encounter issues with your password expiration or other networking issues, first contact your agency IT staff directly or if unavailable, contact the State of Montana ITSD customer service at 444-2000.

4. **Self Service Navigation Instruction:** No matter which method you use to get into the MINE, please refer to pages 7-9 of this document for further navigation instructions specific to the Annual Change online enrollment screen. Detailed instructions for each method are as follows:

MINE LOG ON OPTIONS:

Option 1. Directly through the MINE homepage at work.

Use one of the following methods to connect to the MINE homepage:

1. Enter the following address into your internet address bar: <http://mine.mt.gov/home/default.aspx> **OR**
 2. Type “MINE” into address bar & click the green “Go” arrow to the right of the address bar or press your “Enter” button on your keyboard **OR**
 3. Double-click on the MINE shortcut saved to your desktop
- a. Depending on your agency and work location, you may have an initial login to complete prior to the MINE homepage (*primarily required for Dept. of Justice and many DPHHS employees*). For User name, type “STATE\” then your usual login ID. Then type in your current password.



Connect to mine.mt.gov

Connecting to mine.mt.gov

User name: state\CJ####

Password: [masked]

☐ Remember my password

OK Cancel

Once you have reached the MINE homepage, enter your Login ID & password (*the same log on ID and password you enter when you first turn on your computer*).

Enter your User
Name and
Password

Also available on this
page is a link to **SOME
Info**, which offers tools
to select the best
benefits for you & your
family as well as other
HR, Benefits & Payroll
Information.

Option 2. Through Citrix

1. Use either of the following methods to get to Citrix:
 - a. Type the following address into your internet address bar
 - i. <http://mt.gov/citrix>
 - b. OR Navigate from www.mt.gov
 - i. Select the **Government** Button

- ii. Scroll to the bottom of the page and select the **State of Montana employees** link
 - iii. Select the **Login to Citrix** link

- c. Enter your **User Name** and **Password**, then select **Log In**

Enter your User Name and Password

MetaFrame Presentation Server Log In - Microsoft Internet Explorer

Address: <https://enthl001.mt.gov/Citrix/MetaFrame/auth/login.aspx>

mt.gov
Montana's Official State Website

Log in

User name:

Password:

Domain:
STATE

Advanced Options >>>

Log In

Welcome to the Citrix Enterprise Portal.

If you do not know your login info, please contact your agency help desk or system administrator.

[Install Citrix Clients](#)

How to use the Java Client without installing anything on the computer.

IRIS

IRIS Help

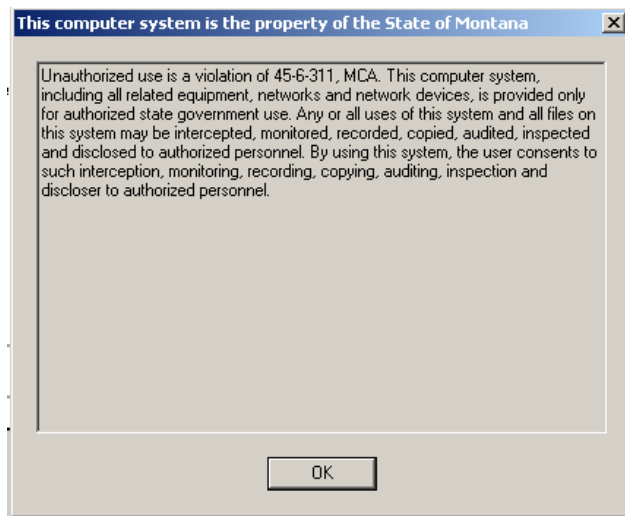
View Reports

Instructions

2. Select the MINE Portal icon



3. Click OK after reading.



- a. **Depending on your agency and work location, you may have an initial login to complete prior to the MINE homepage (*primarily required for Dept. of Justice and many DPHHS employees*). For User name, type "STATE\" then your usual login ID. Then type in your current password.



Once you have reached the MINE homepage, enter your **User Name & password** (*the same log on ID and password you enter when you first turn on your computer*).

Enter your User Name and Password

Also available on this page is a link to SOME Info, which offers tools to select the best benefits for you & your family as well as other HR, Benefits & Payroll Information.

Option 3. Through the Employee Self-Service Portal from home or another non-work computer

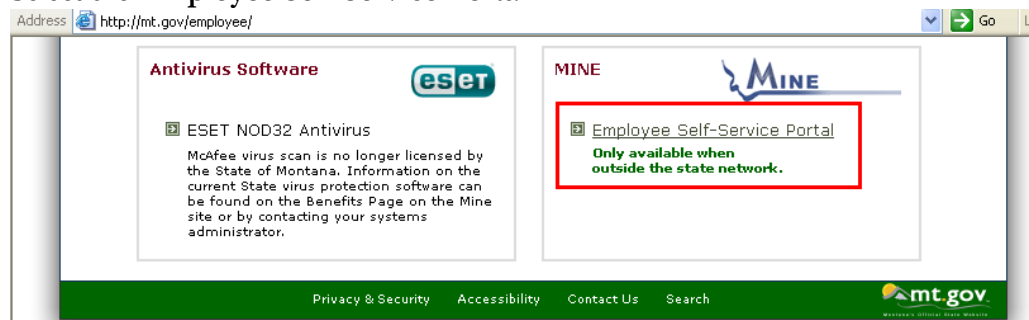
1. Use either of the following methods to get to the employee login page:
 - a. Type either of the following address into your internet address bar
 - i. <http://mt.gov/employee>
 - b. OR Navigate from www.mt.gov
 - i. Select the **Government** Button



- ii. Scroll to the bottom of the page and select the **State of Montana employees link**



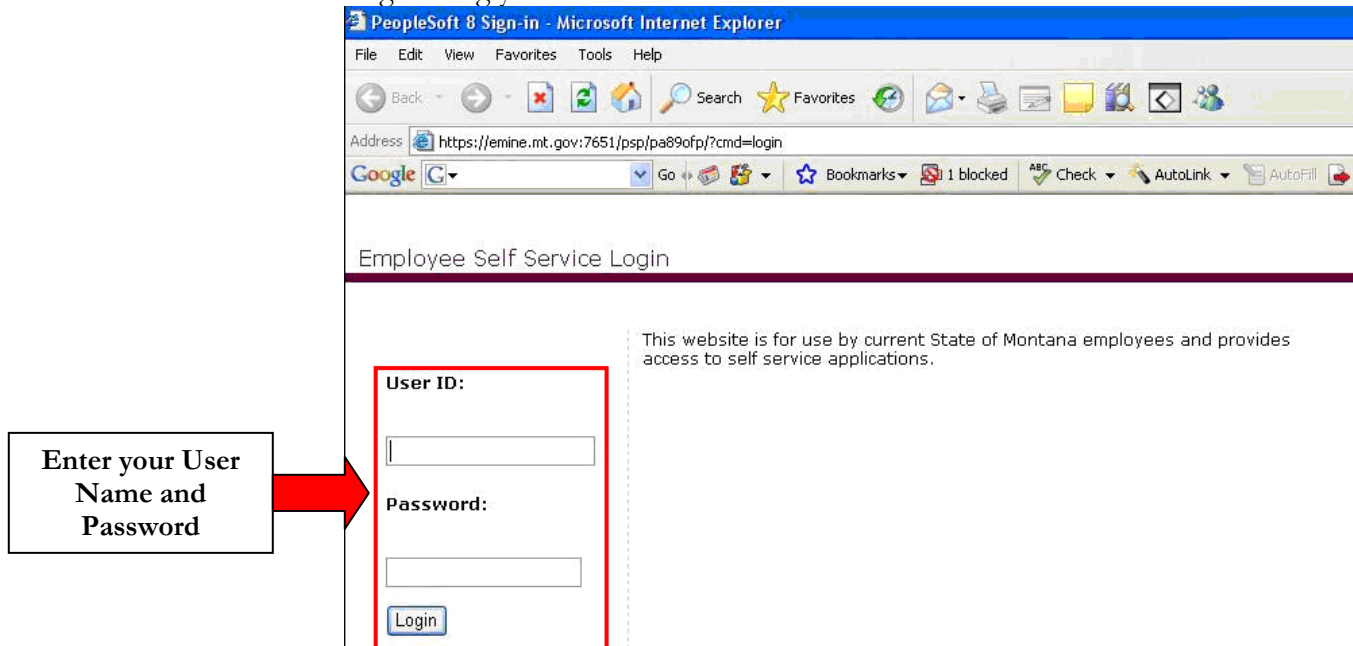
- iii. Select the **Employee Self-Service Portal link**



- iv. You will get a Security Alert notification. Click “**OK**” to acknowledge.



- v. Login using your **User Name** and **Password**

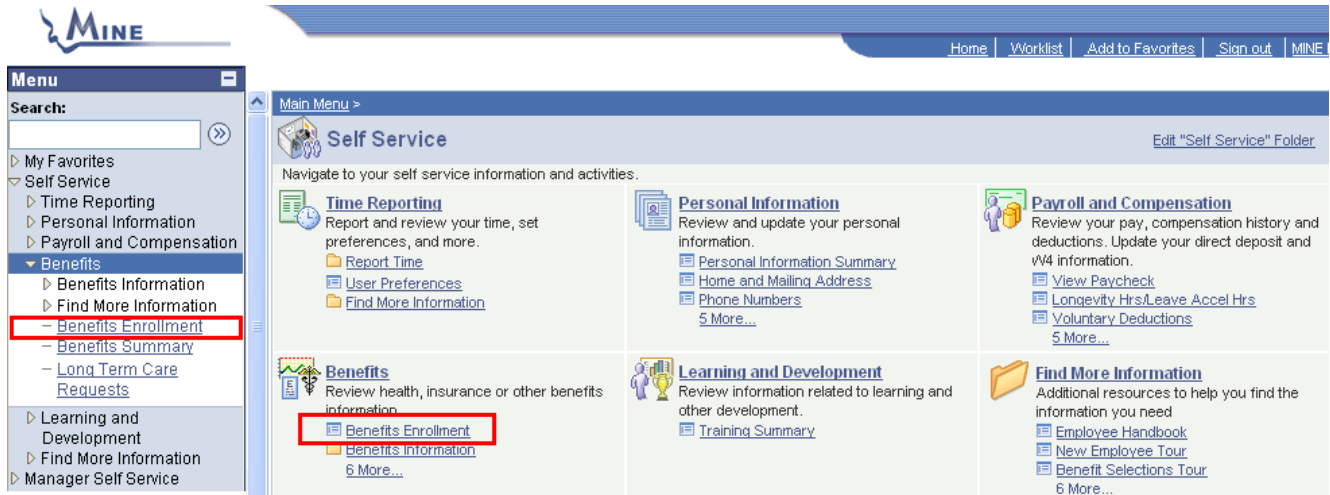
A screenshot of a web browser window titled "PeopleSoft 8 Sign-in - Microsoft Internet Explorer". The address bar shows "https://emine.mt.gov:7651/psp/pa89ofp/?cmd=login". The page content includes a "Employee Self Service Login" header. On the left, there is a login form with two input fields: "User ID:" and "Password:". A red rectangular box highlights these two fields. Below the "Password:" field is a "Login" button. To the left of the form, a separate box contains the text "Enter your User Name and Password" with a large red arrow pointing towards the "User ID:" field. To the right of the form, a message states: "This website is for use by current State of Montana employees and provides access to self service applications."

Self Service Navigation Instruction:

1. Select the **Employee Self Service** link on the Enterprise Menu



2. Select the **Benefits Enrollment** link within the Benefits folder



3. On the Benefits Enrollment Screen, select the **Begin** button.

Benefits Enrollment

After you initially enroll in benefits, the only time you may change your benefit choices is during the Annual Change Period or due to a qualifying event.

The Info button provides you with additional information about your enrollment.


The Begin button next to an event means it is currently open for enrollment.

To begin your enrollment, click **Begin**.

Important! Once you have selected the 'Begin' button you will have to submit your benefits elections to the Benefits Department or select 'Home' on the menu located at the top of the page to exit the benefits selection screen.

Please Note:

- You have until **Friday, October 24, 2008** to make any changes to your online election. If you have saved anything online, please do not submit a paper form unless asked to do so.
- If you are adding a new dependent to your dental or vision benefits, we will send you a Declaration of Tax Status form to complete. Failure to return the Declaration of Tax Status form will result in your dependents being defaulted to a nonqualified tax status. Remember: if the tax status of a currently covered dependent has changed, it is your responsibility to notify the Benefits Department.

Open Benefit Events					
Event Description		Event Date	Event Status	Job Title	
Annual Change Period		01/01/2009	Submitted	Computer Support Specialist	Begin

4. For each benefit you wish to change, select the **Edit** button in front of the benefit name

Enrollment Summary		
Edit	Medical	Biweekly Premiums
Current: Blue Choice Managed Care:Membr & Fam		
Now: Blue Choice Managed Care:Membr & Fam 321.00		
Edit	Dental	Biweekly Premiums

5. Once you have made all your benefit choices, select on the **Submit** button. You will have to select Submit two different times in order for your elections to be complete. You can change your online elections as often as you change your mind - you can continue to submit any changes you many until the **Friday, October 24th** deadline.

Submit	Click Submit to send your final choices to the Benefits Department.
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6. After you have submitted, an **electronic confirmation statement** will be e-mailed to you.

State of Montana - Confirmation of 2009 Benefits Elections			
Employee ID:	Name:	9/22/2008 1:33:36 PM	
<p>This confirmation statement confirms your recent benefits elections. These elections will remain in effect for the plan year, unless you experience a qualifying event. If you elected a Life or Long Term Care change that requires approval, you will be sent paperwork that must be completed and returned. The changes will not become effective or reflected in your pay until necessary approvals are received by the Benefits Department. New Long Term Care requests are not reflected in this statement. You have until October 24, 2008 at midnight to make any changes through the MINE employee self service. Any subsequent changes made through MINE employee self service (saved or submitted) make this confirmation statement null and void.</p>			
YOUR BENEFIT CHOICES :			
Benefit Options	Coverage Type	Coverage Amount	Bi-weekly Premium Amount
Blue Choice Managed Care	Member & Family		321.00
Dental	Member & Family		27.60
Basic Life Insurance		14,000	0.95
AD&D - w/ Dependents		275,000	4.13

In addition to making your Annual Change elections, here are other things you can find in Self Service:

Personal Information

- **Personal Information Summary**– View all your personal information
- **Email Addresses** – View, Add, Edit, or Delete Email addresses. Only one Email address allowed per Email type. Even if there is only one email address the preferred checkbox must have a check in it.
- **Emergency Contacts** – View, Add, Edit, or Delete your Emergency Contact Information.
- **Home and Mailing Addresses** – View or Edit your Home or Mailing Address. Select today's date or a future date. If your Check Address is different from your home or mailing address, your payroll clerk must be notified to perform the Check Address update.
- **Phone Numbers** – View, Add, Edit, or Delete your Phone Numbers. There is now a field for extension. Even if there is only one phone number the preferred checkbox must have a check in it.
- **Find More Information** – Direct link to the Address Formatting Users Guide.

Payroll and Compensation

- **View Paycheck** – View your most recent paycheck; or select the “View a different payment” link to select a previous paycheck.
- **Direct Deposit** – View, Add, Change or Delete Direct Deposit instructions.
- **Voluntary Deductions** – View your voluntary deductions
- **W-2 Reissue Request** – Submit a request for a W-2 to be reissued. Select the Year and specify which address the W-2 should be mailed to.
- **W-4 Tax Withholding** – Federal and/or State Tax withholding. Change withholding allowances or Specify additional withholding amounts.
- **Compensation History** - View the history of your compensation since 1999.
- **Helpful Calculators** – Links to financial calculators as well as a Benefits Cost Calculator to help you determine your out-of-pocket benefit premiums while electing your Benefits upon hire or during the Annual Change Period.

Benefits

- **Benefits Summary** – View your current Benefit Information.
- **Long Term Care Requests** – Request a packet of Long Term Care enrollment information or delete your current Long Term Care coverage.
- **Benefits Enrollment** – Enroll in your Benefits during the Annual Change Period in autumn of each year.
- **Find More Information** - Provides cost calculators and other helpful information and tools for benefits.

Learning and Development

- **Training Summary** – View a summary of training that has been entered into SABHRS.

Find More Information

- **Employee Handbook** – View information on all State policies and procedures
- **New Employee Tour** – View basic tour of the State of Montana government agencies and helpful Human Resource, Payroll and Benefits information for new employees.
- **Benefit Selection Tour** – View step by step instructions and information for your benefits elections.
- **Medical Tour** – View comparison of different medical plans available to State employees.
- **Life Events** – View helpful information, *both personal and employment related*, for different events in the life of an employee.
- **All Forms** – Easy access to all forms available from State Human Resources and Health Care and Benefits Divisions.
- **Payroll Information** – Easy access to State Payroll information
- **Contact** – Agency HR and Payroll contact information
- **SOME Info** – View State of Montana Employee information (all the information above and more)

Other Resources on MINE sign in screen

- **Announcements & MINE News**
- **Programs** - Information on TAWSE, Recycling, ICCW, SECGC and more
- **Personnel** – Find Resources for HR Officers, General Information for Employees, and other information from the State Human Resources Division
- **Benefits** – Find listing of Employee Discounts, Insurance Benefit information from the Health Care and Benefits Division, and more
- **Training** – Find training opportunities offered by the Professional Development Center (PDC), SABHRS, Risk Management and Tort Defense, and various Information Technology training.